



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section:

Division: Division of Senior and Disability Services

Sub-Section:

TITLE: Area Agency on Aging Documentation

CUTOFF: End of State Fiscal Year

DESCRIPTION: The Bureau of Senior Programs audit documentation of Area Agencies on Aging, including, but not limited to, financial reports, internal audits, agency protocols and related reports.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 8952

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Hotline Investigations

CUTOFF: Close of Hotline Investigation

DESCRIPTION: Records created by field staff to document overall standing of a care provider, such as legal requests, consent forms, subpoenas and entry warrants. Documentation provided by other agencies concerning the content of the hotline investigation may also be included in the record.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Record transferred to the Client File, record series 22720.

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 23281

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Provider/Vendor Payment Summaries

CUTOFF: End of State Fiscal Year

DESCRIPTION: Reports created by the Long Term Alternative Care Subsystem (LTACS) Unit to verify payments to our providers/vendors. Records can include, but are not limited to original billing invoices, receipts, approval documentation and any other documentation that supports a purchase or payment.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22705

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section:

Division: Division of Senior and Disability Services

Sub-Section:

TITLE: Quality Assurance Provider/Vendor Files

CUTOFF: End of Calendar Year in which Provider/Vendor Meets Agency Requirements

DESCRIPTION: Records include worksheets and forms filled out by quality assurance specialists to audit the quality of a provider or vendor. These are created to document site visits and/or provider or vendor complaints.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23282

SERIES STATUS: Approved

APPROVAL DATE: 9/8/2010

TITLE: Special Investigation Case Files

CUTOFF: End of Calendar Year in which Investigation is Concluded

DESCRIPTION: Investigators from the Special Investigations Unit for the Department of Health and Senior Services create these files to document comprehensive investigations of providers or vendors, that may require criminal charges. Records include, but are not limited to surveillance photos, witness or suspect recordings or statements and any documented evidence such as: bank records, medical records, court documents, or property deeds.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23374

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Tax Credit Information

CUTOFF: EOSFY in which tax credit is redeemed

DESCRIPTION: Records submitted to the Division of Senior and Disability Services by individuals applying for a tax credit. Records include, but are not limited to identifying information about the registered caregiver, identifying information about the elderly/disabled person receiving care, a physician certification, proof of care and financial documentation. Tax credits are only available for Missouri State Income Tax and may be applied to estimated quarterly taxes.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES: Tax Credits include, but are not limited to Shared Care Tax Credit, Senior Prescription Drug Tax Credit, and Retired Senior Volunteer Program Tax Credit.

DISPOSITION ACTION: Destroy

SERIES: 23805

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013